

Yolo Emergency Communications Agency - YECA

PO Box 8508 Woodland CA 95776; 530.666.8920

Log Number

Confidential Records Request Form

AUDIO AND CAD RECORDS ARE RETAINED FOR 3 YEARS

Requestor Information

Date Received: _____ Date Needed By: _____

Name: _____ Agency/Title: _____ Phone: _____

Address (if applicable): _____

Incident Date: _____ Incident Time: _____ Incident Type: _____

Incident Location: _____ CAD Event/Case #: _____

Name of Reporting Party or Defendant: _____

Information Requested (√check all that apply)

- Police Dispatch Frequency Other/Details: _____
- Fire Dispatch Frequency _____
- Phone Call Recording _____
- CAD Record Print Out _____

Reason for request: _____

*By signing this document I acknowledge that this is a copy of an original **confidential record**, and certify that it will not be reproduced or used for reasons other than those specific in this request.*

Signature: _____ Date: _____

Internal Use Only

Completed By: _____ Date: _____

Requesting Party Notified: **Courier/Mail Delivery** **Hand Delivered** **Phone Message**

Time Required/Notes: _____

Fees

Established fees will be charged to YECA non-members, organizations and citizens, based on time allocated to research the request and material rate. Hourly rate is \$35.00/hr with a minimum of one hour.

Record Search: Time required X \$35.00 = _____ Date Paid: _____

Audio Tape/CD Equipment Fee: \$5.00 X # of tapes/cds = _____ Paid By: Cash _____

Paper Records: # of pages X cost per page _____ Initials _____ Check # _____

Total: _____ Other _____